

GENESEE COUNTY
EDUCATIONAL REIMBURSEMENT PROGRAM

Program Guidelines

1. Educational reimbursement application forms can be obtained from the Human Resources Department or the HR website (www.co.genesee.mi.us; click "employment," then click "HR On-Line," then click "forms").
2. Full time, seniority employees must be on active employment payroll during the entire duration of the course to be eligible.
3. Course must be from an accredited college or institution, must be applicable to a position within the County and be in accordance with County Personnel Policy or union contract. Seminars, workshops, and other training sessions which do not provide credit, are excluded.
4. Employees must satisfactorily meet academic achievement requirements. Undergraduate coursework must receive a minimum grade "C" and graduate coursework a minimum grade "B."
5. Class attendance and course assignments must be completed on the employee's own time, unless authorized personal and/or vacation time is being used. Employees are also prohibited from utilizing break periods and/or lunch periods to attend class, however, approved flex schedules are permitted to be utilized.
6. There is an allowed maximum reimbursement limit for tuition expenses per employee per calendar year. A refund will not exceed the employee's actual expenditures, nor will reimbursement be issued for expenses also being reimbursed through other sources (i.e. scholarships, Pell grants, G.I. Bill, etc.). Payments for books, supplies, transportation, parking, meals, recreational activities, and graduation are excluded. However, mandatory fees for which the employee is required to pay in order to register for approved course(s) will be reimbursed.

Application Instructions

The application form must be submitted to Human Resources Department as soon as possible. **The application will not be approved if it is after two (2) weeks following the first day of class. Proof of class registration and an itemized bill from the institution must accompany the application. It is the sole responsibility of the employee to submit the application, class registration, and itemized bill to the Human Resources Department by this deadline.** Upon receipt, a determination will be made as to whether the employee and the course work meet program eligibility requirements and notification will be sent.

Within thirty (30) days of the completion of approved course(s), the following documents must be submitted to the Human Resources Department: 1) Official copy of the grade report (or similar official evidence of completion of the course); 2) Receipt verifying that the tuition for the course(s) has been paid in full; and 3) Copy of the approved application form. Tuition reimbursement will be issued for approved courses within thirty (30) days of receipt of the above documents. If an employee receiving educational reimbursement leaves County's employment prior to expiration of a one (1) year period following completion of the reimbursed course(s), they shall repay the County on the basis of 1/12 of the amount for each month they are short of meeting this one (1) year requirement.

GENESEE COUNTY EDUCATIONAL REIMBURSEMENT APPLICATION

G:Publisher/Ed Reimbursement/Application

Date: _____ Work Phone: _____

Name: _____ Department: _____ Job Title: _____

Course Name & Number	No. Credit Hrs.	Tuition Per Credit Hr.	Days & Hrs. Of Classes	Tuition Fee Per Course
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL Tuition/Fees: \$ _____

Institution: _____ Term begins & ends: _____

I am receiving educational assistance under Veteran's Administration: Yes _____ No _____

I am receiving scholarships or other similar aid: Yes _____ No _____

I hereby apply for approval to study the above course(s) in accordance with applicable educational reimbursement provisions; furthermore, I do hereby declare that to the best of my knowledge the above information is correct. It is understood that tuition reimbursement may be contingent upon obtaining or verifying certain information from the education institution. If this is necessary, the employee will be required to sign a written release form provided by the Human Resources Department in order to receive said reimbursement.

Reimbursement will be paid to you when you successfully complete the course(s). Pay the tuition fees when you register. Keep your receipt from the school and present it and your official grade report to the Human Resources Department. The grade report must be the original, not a copy, or you must have the institution send the Human Resources Department a transcript to verify that you have completed the course. You will receive reimbursement only for those course(s) for which you have gained prior approval. It is also understood that should you leave County employment by virtue of discharge, resignation or voluntary quit prior to the expiration of a one year period following the completion of the course(s) for which reimbursement was issued, you shall repay said reimbursement on the basis of 1/12 of the reimbursement for each month you are short of meeting this one year requirement.

If you have any questions concerning the educational reimbursement program, contact the Human Resources Department at (810) 257-3034.

Applicant's Signature**DO NOT WRITE BELOW**_____
Department Head_____
Date_____
Budget Amt. Allocated_____
Line Item Number_____
Budget Allocations_____
Date_____
Human Resources Director_____
Date_____
Controller_____
DateHuman Resources
Dept. Use Only

Bargaining Unit: _____

H.R. Rep: _____

Reg. Scheduled Hours of Applicant: _____

Will be working during course(s): _____